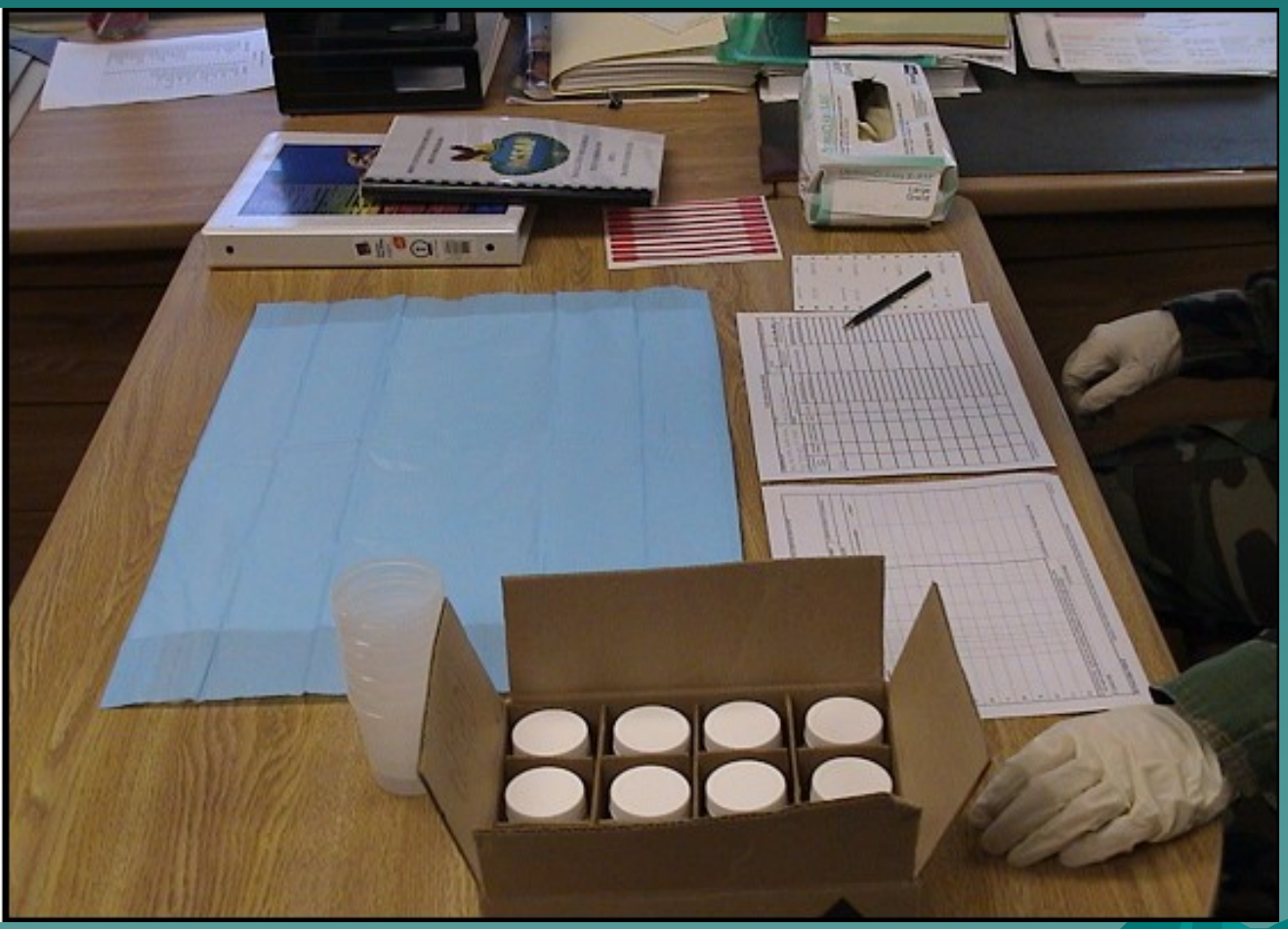
COLLECTION PROCESS

Collection Process

continued

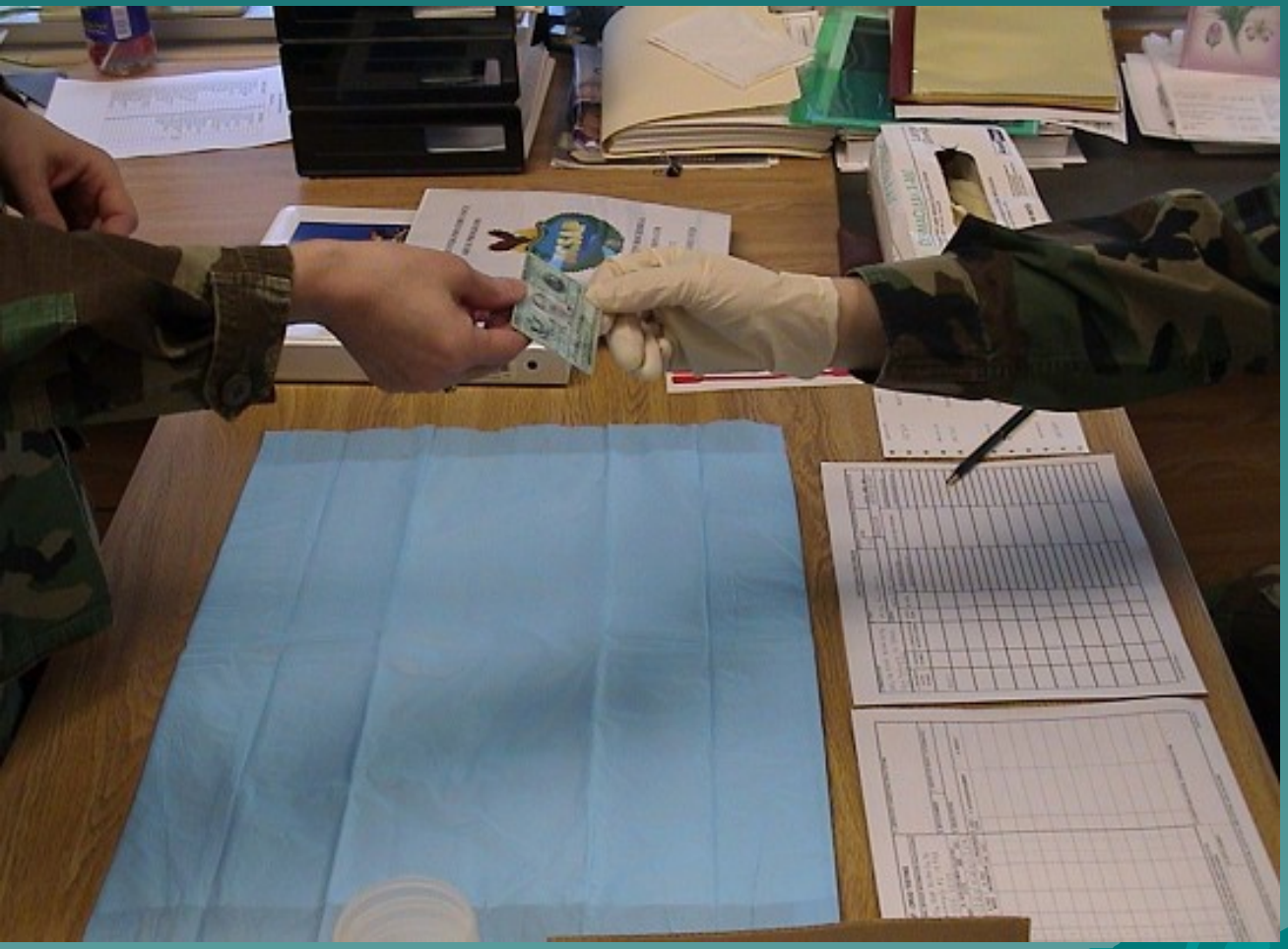


1.DTPAM/UPL Will not start Collecting specimens until he/she puts on disposable rubber Gloves

2. Service member will remove excess outer garments

Collection Process

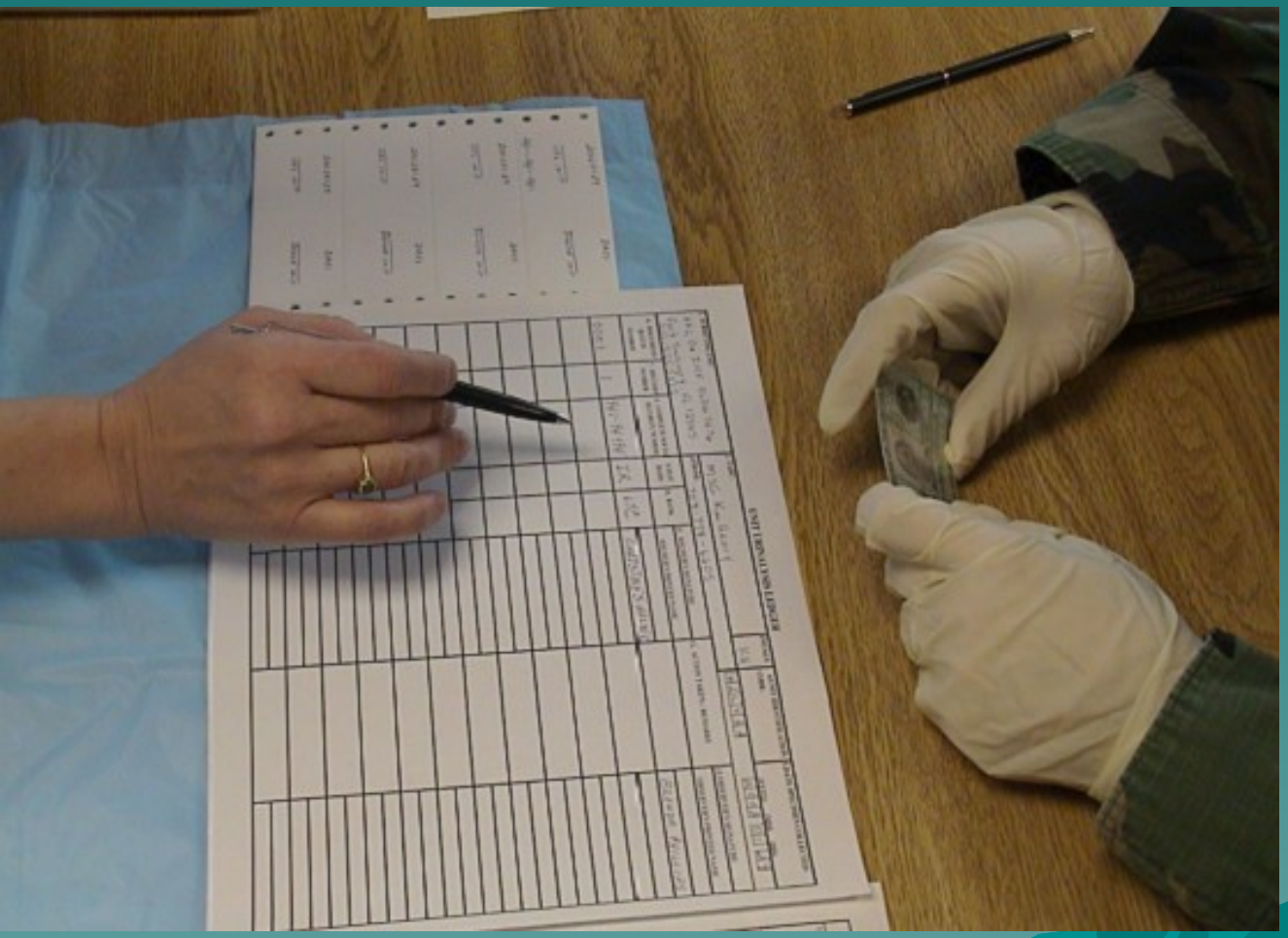
continued



3. Donor approaches the desk with ID card when ready to provide a specimen

Collection Process

continued



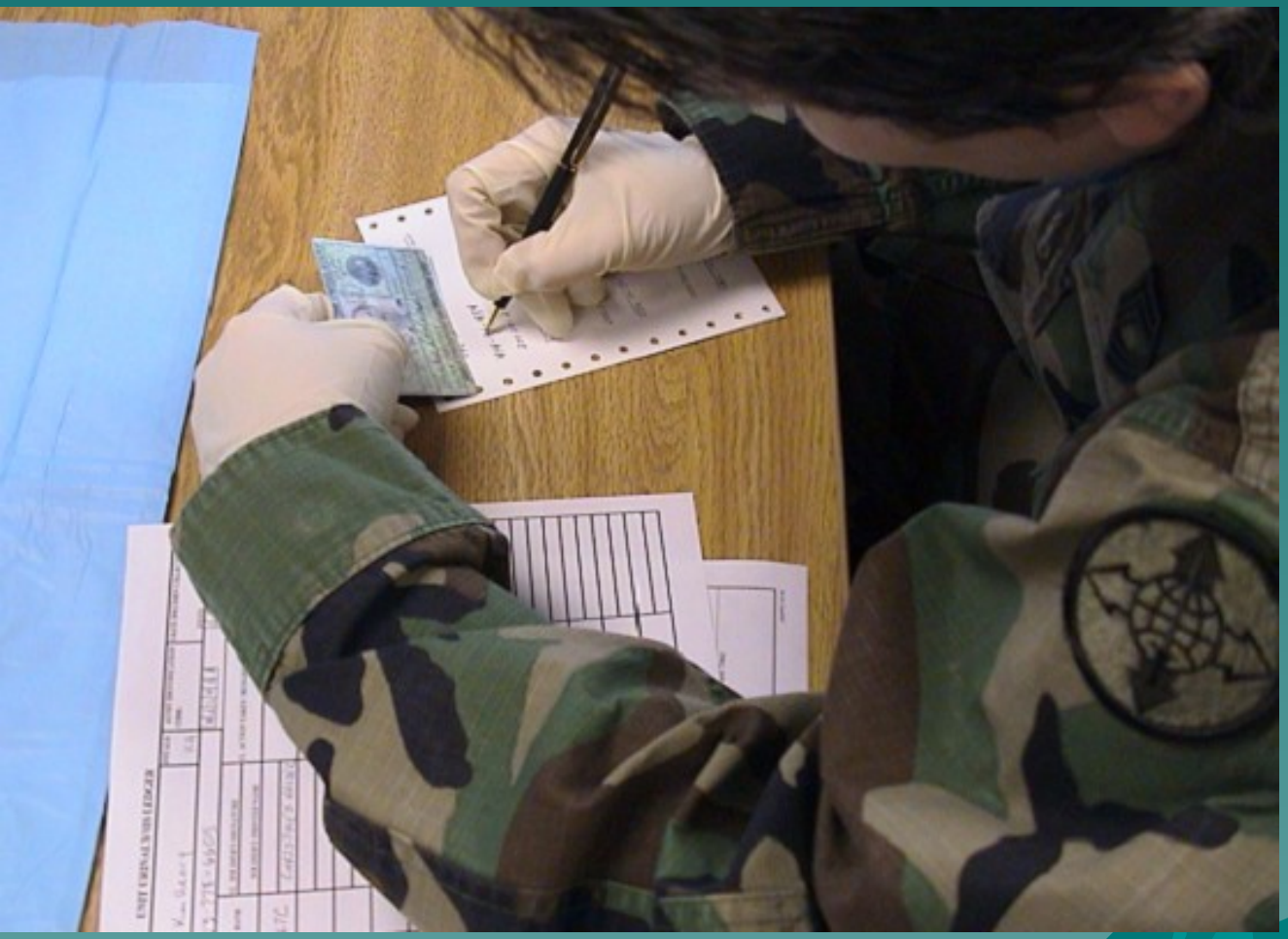
4. DTPAM/UPL & Member verify the information on the : DD Form 2624, ledger, bottle label

5. The service member initials the bottle label

6. Use only a

Collection Process

continued

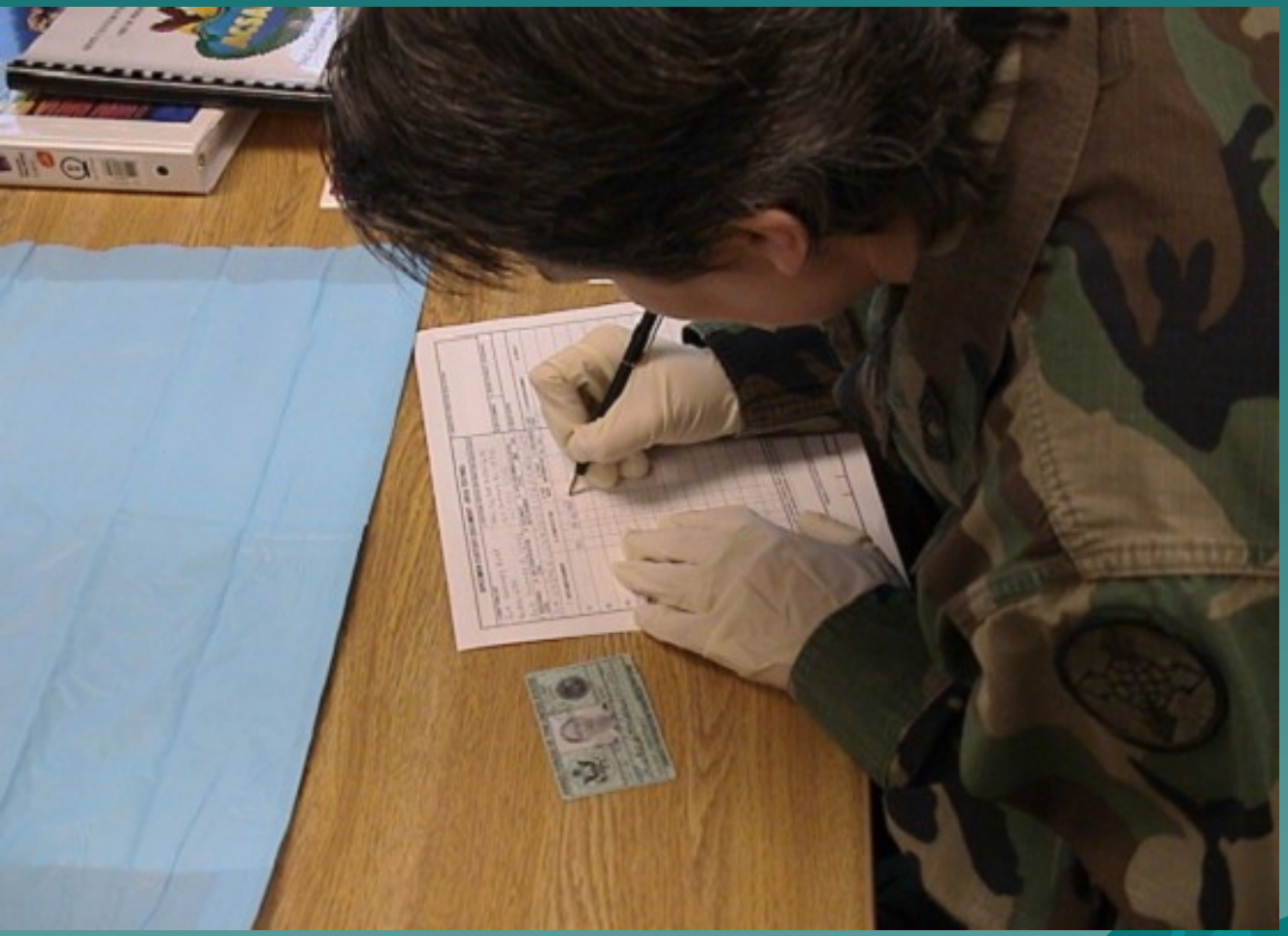


7. If a write-in, the DTPAM/UPL initiates the bottle label using the service member's ID Card

Note: Avoid closed fours, slashing zeros and sevens

Collection Process

continued



8. If a write-in, the DTPAM/UPL initiates the DD Form 2624 using the service member's ID Card

Note: Avoid closed fours, slashing zeros and sevens

Collection Process

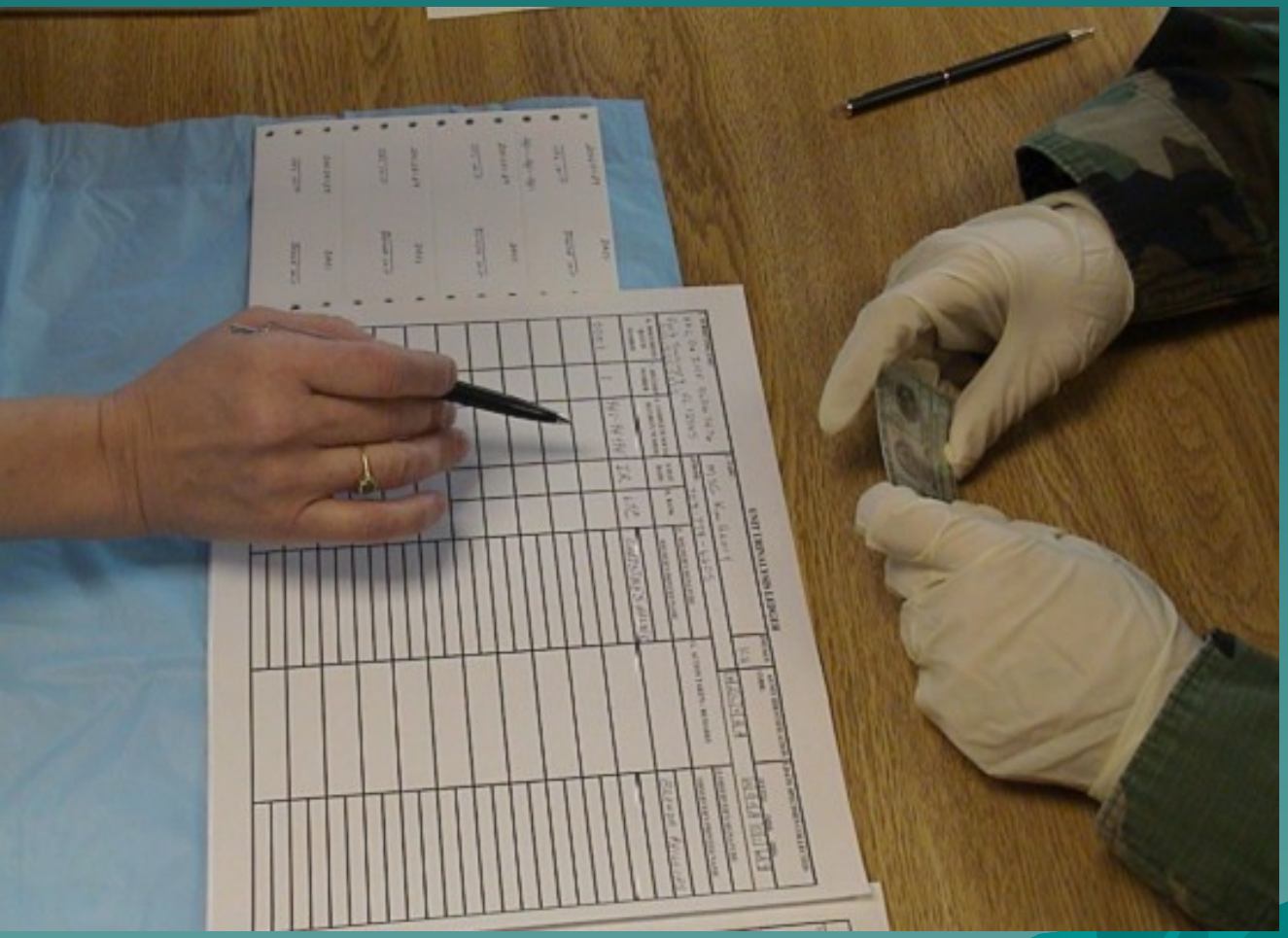
continued

9. If a write-in, the DTPAM/UPL initiates the Unit Ledger using the service member's ID Card

Note: Avoid closed fours, slashing zeros and sevens

Collection Process

continued



10. Service member verifies the information on the:
DD Form 2624, ledger, and bottle label

11. The service member initials the bottle label

Collection Process

continued

12. The DTPAM/UPL removes a new collection bottle from the box and replaces it with the ID Card

13. Service member inspects the bottle inside and out

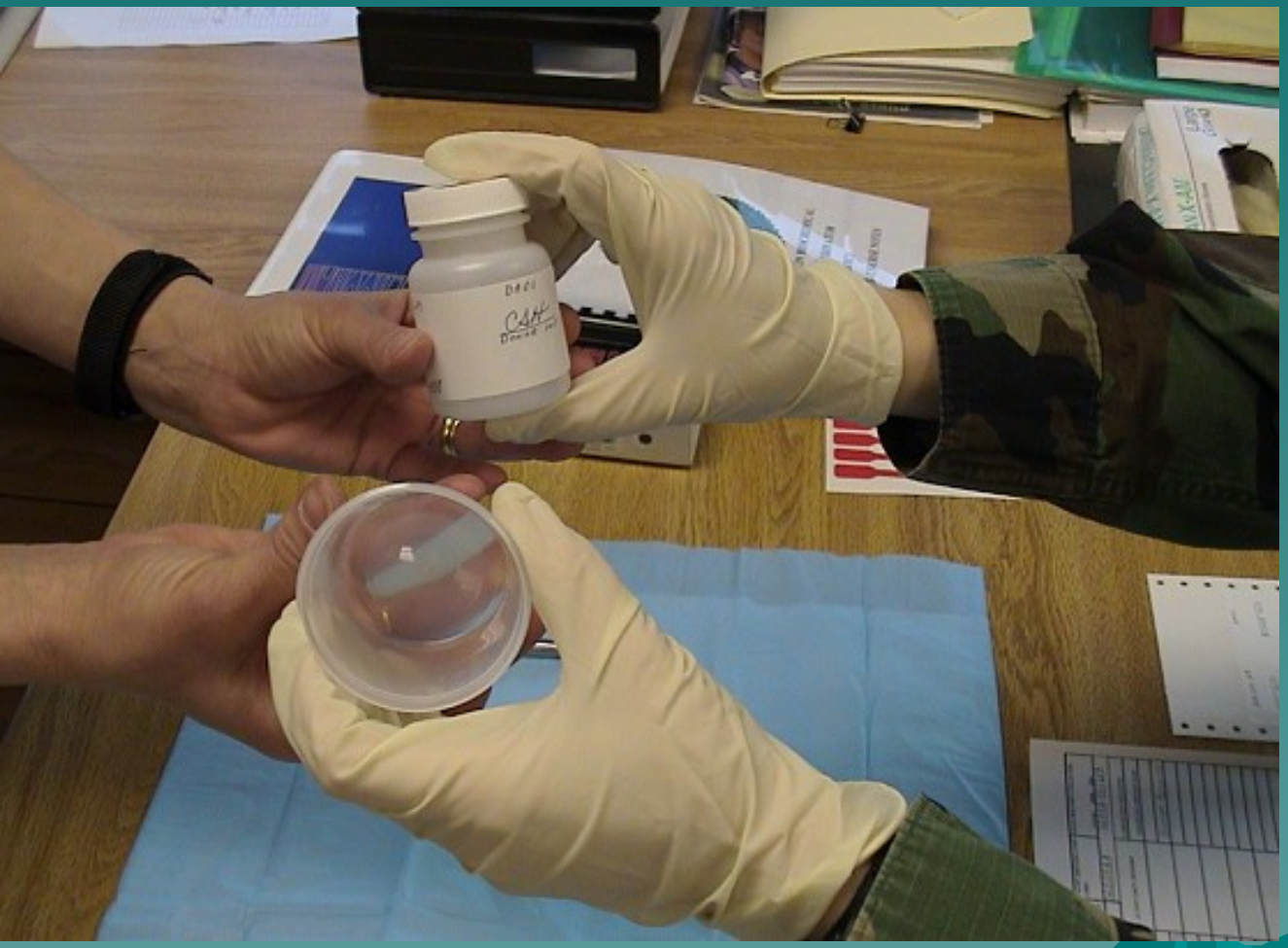
Collection Process

continued

14. The DTPAM/UPL places the initialed (by the donor) bottle label on the specimen bottle

Collection Process

continued

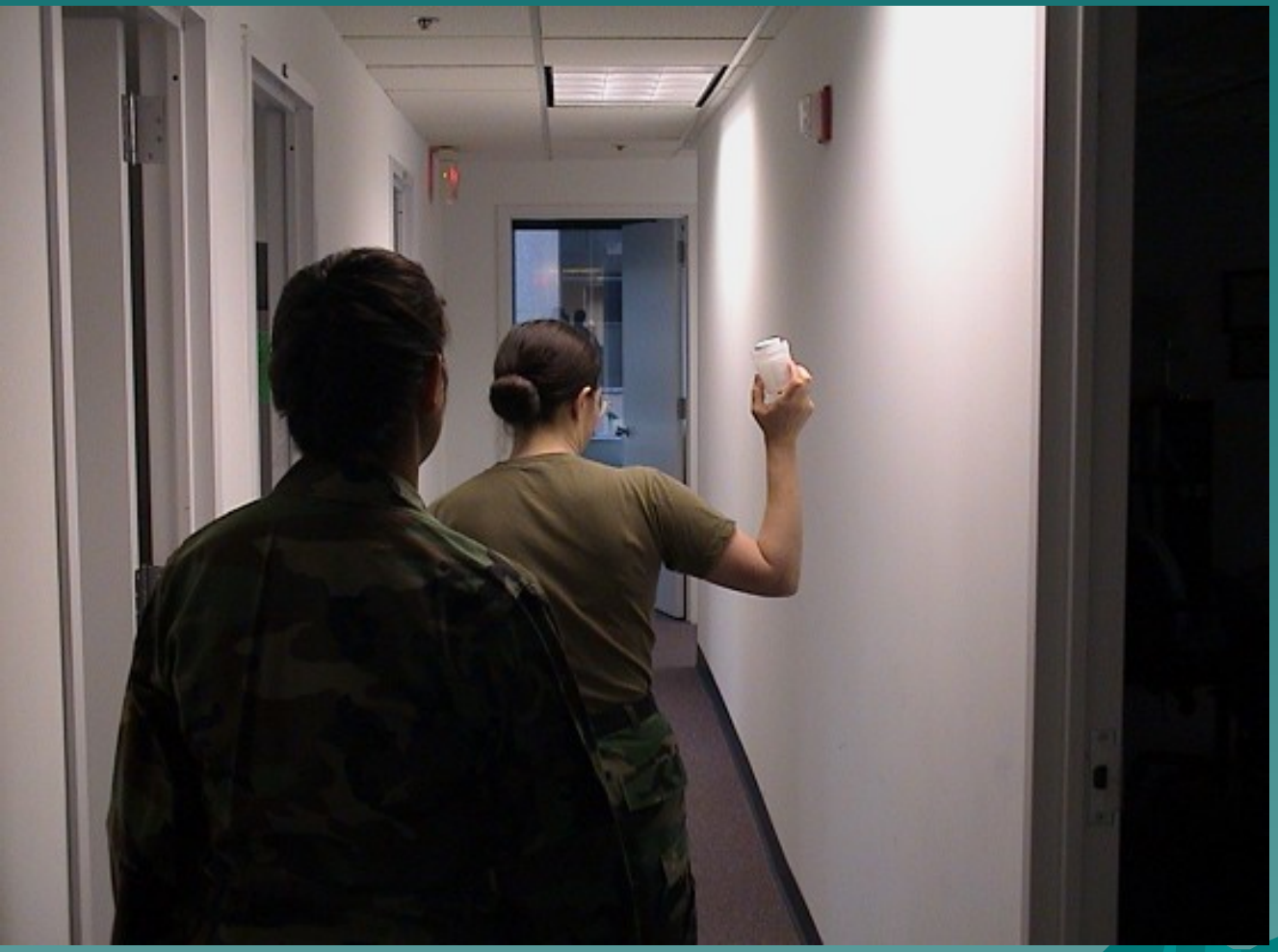


15. The DTPAM/UPL hands the donor the specimen bottle (Female donors also receive a wide mouth collection cup)

16. Observer will never take custody of the bottle/ specimen

Collection Process

continued



17. Service member will walk to the latrine in front of the observer with the specimen bottle (and wide mouth collection cup for females) held above their shoulder in full view of the observer at all times

Collection Process

continued

18. Observer will direct the service member to wash his/her hands with water only

19. Observer and service member must maintain visual contact with the specimen bottle at all times

Collection Process

continued

20. The Observer directs the service member to a toilet or urinal to provide a specimen

21. The Observer briefs the service member on how to give the specimen to

Collection Process

continued

22. Females will remove bottle cap from bottle and place them in full view of the observer

23. The observer will position herself in such a manner as to observe the urine leaving the body and entering the collection cup

Collection Process

continued

24. Female service members will pour the specimen from the collection cup into the specimen bottle under the direct observation of the observer

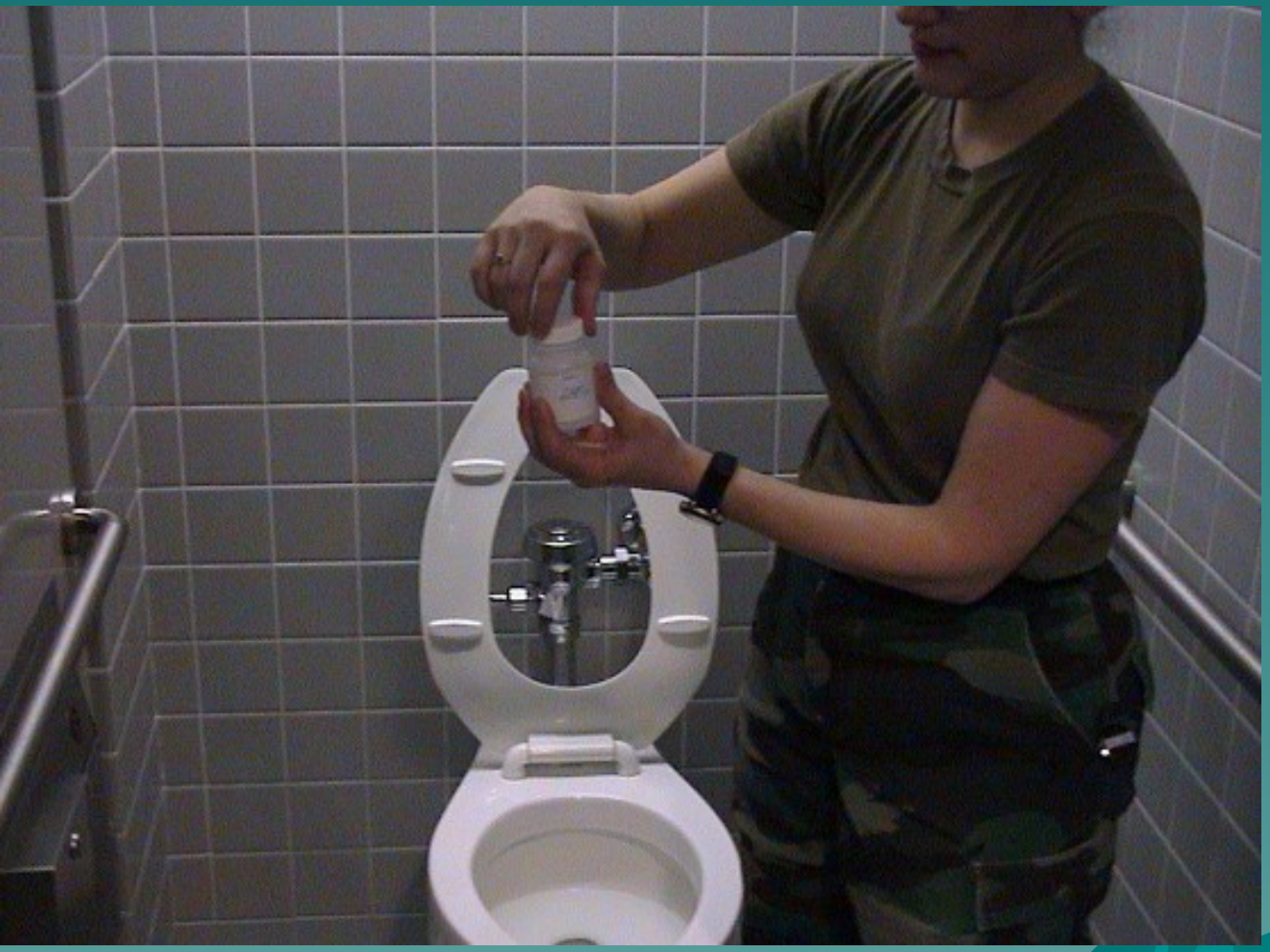
Collection Process

continued

25. Female service members will then dump any excess urine from the collection cup into the toilet

Collection Process

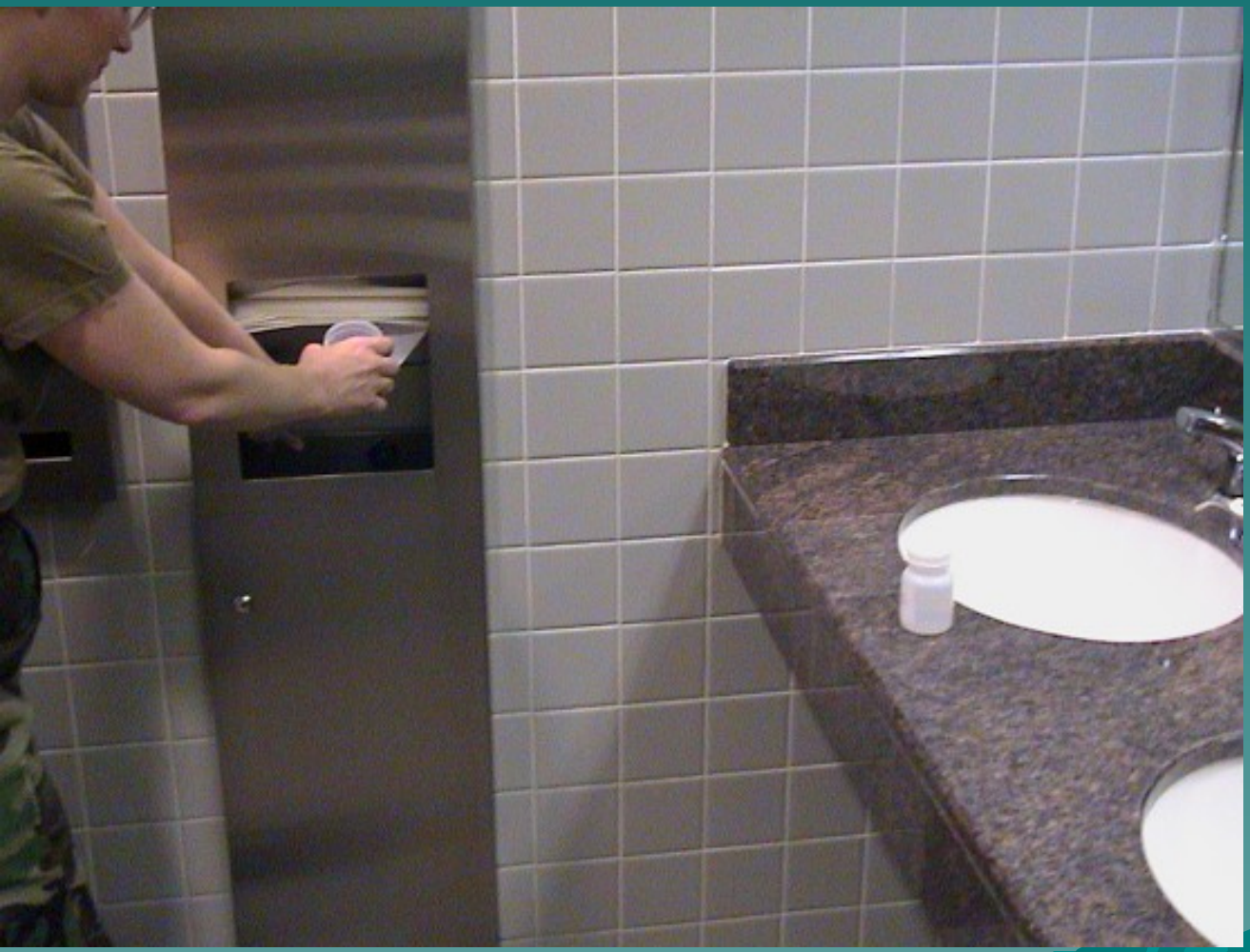
continued



26. Under the direct observation of the observer, the service member will recap the specimen bottle ensuring the cap is tight

Collection Process

continued



27. Female service members will dispose of the collection cup while maintaining visual contact with the specimen bottle

Collection Process

continued

28. Male service members will remove bottle cap from bottle

29. May hold the cap or place it face up on a clean surface in full view of the observer

Collection Process

continued

30. The observer will position himself in such a manner as to observe the urine leaving the body and entering the specimen bottle

Collection Process

continued

31. Service member will then fill the bottle with at least 45ml of urine (approximately half the specimen bottle)
32. Observer must see urine leaving the body and entering the bottle
33. Service member will recap the bottle in full view of the observer

Collection Process

continued

34. If none or less than 45ml of urine is collected, the entire sample and the bottle will be destroyed

35. Service member will be sent back to the holding area until he/she can provide a full specimen

36. Procedure will begin at the beginning of the collection process

Collection Process

continued

37. If the service member should drop or otherwise compromise the bottle cap, the observer and the service member will return to the collection table for a cap from a new bottle.

Collection Process

continued

38. Service member may now wash his/her hands with soap and water

39. Observer and service member must continue to maintain visual contact with the specimen bottle

Collection Process

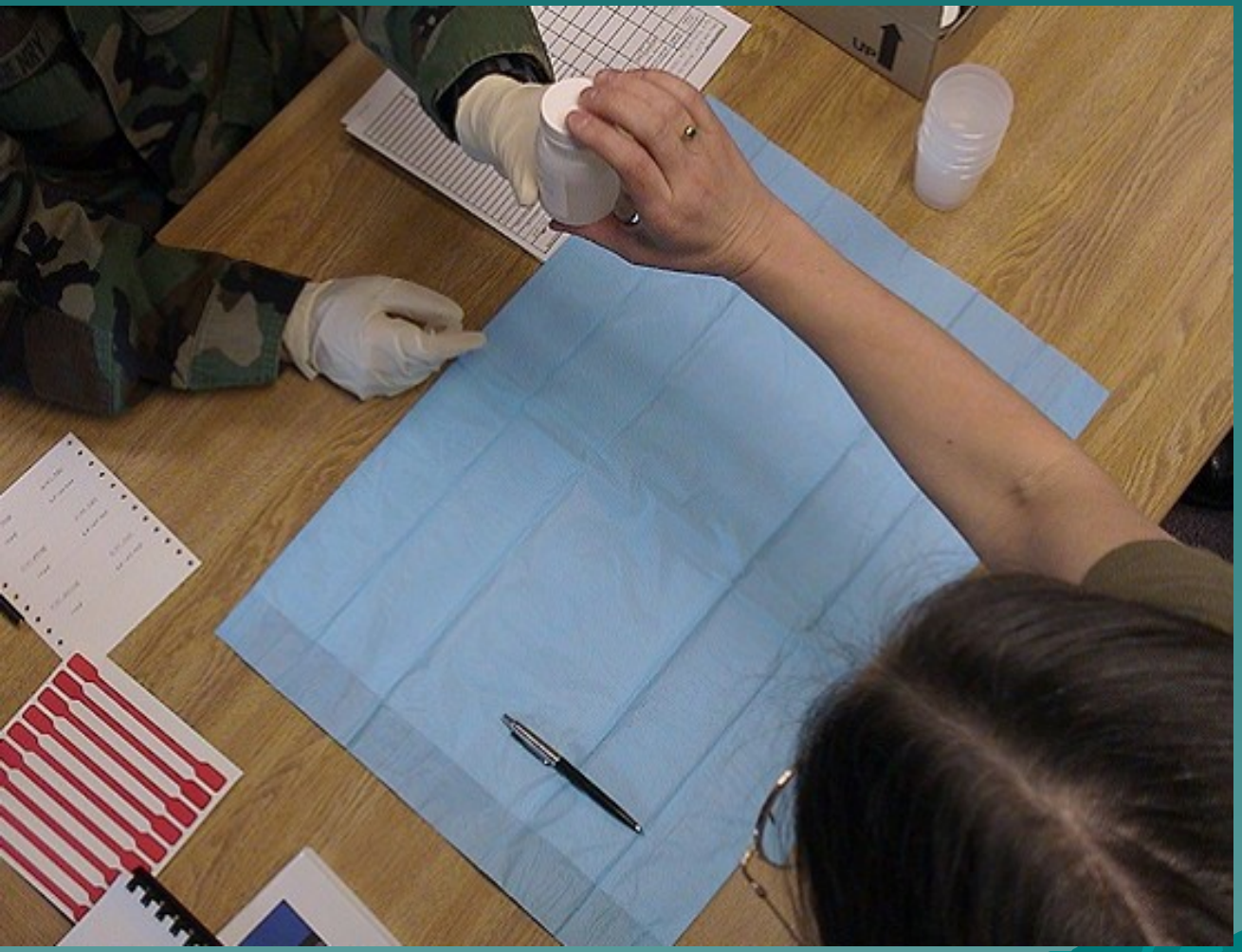
continued

40. Service member and observer will walk back to the DTPAM/UPL desk

41. Service member will walk in front with the specimen held above his/her shoulder keeping the specimen in full view of the

Collection Process

continued

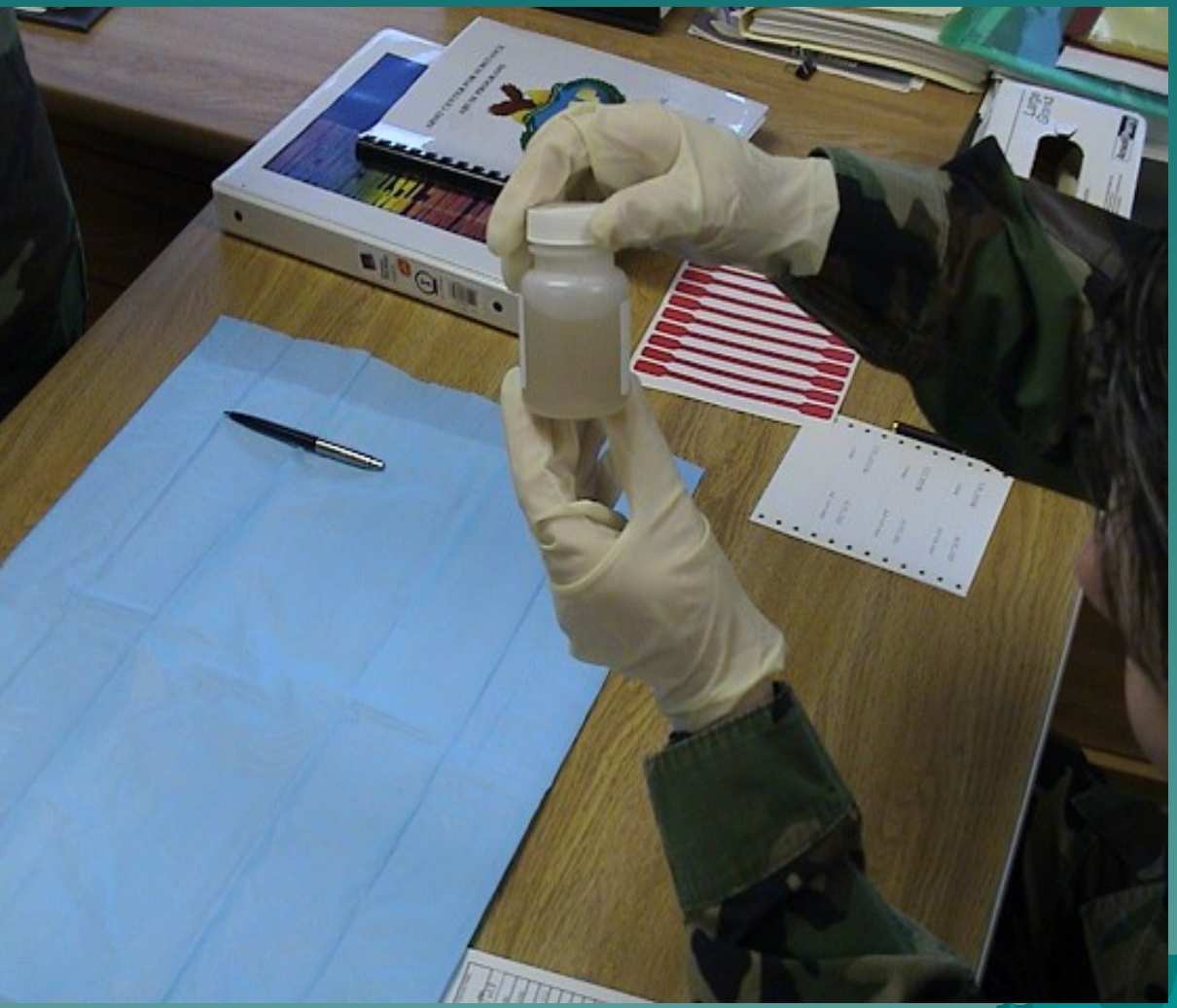


42. At the DTPAM/UPL station, the donor will hand the specimen to the DTPAM/UPL

43. Both the service member and observer will continue to keep the bottle in sight at all times until the process has been completed

Collection Process

continued

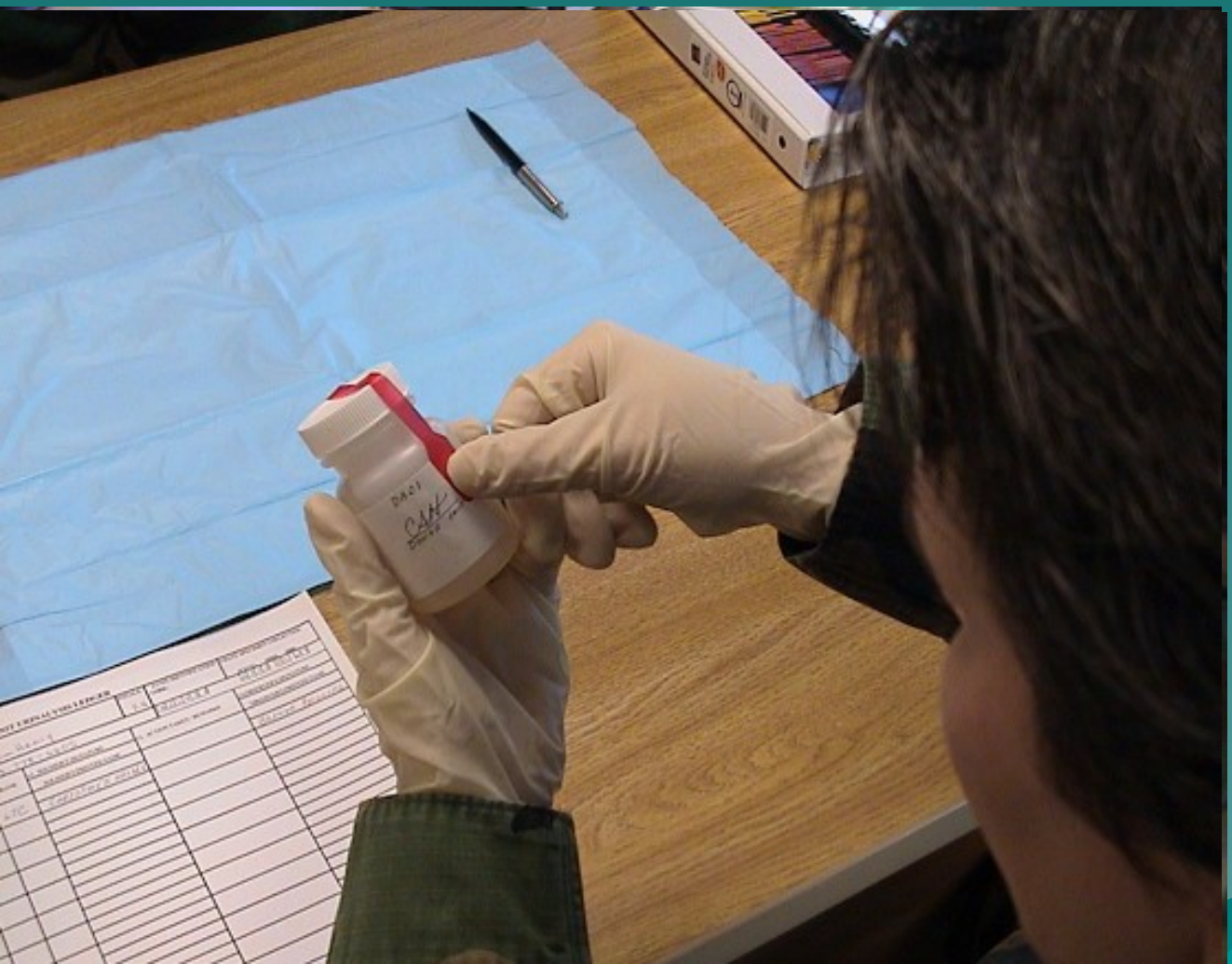


44. DTPAM/UPL will inspect the specimen for adulteration, ensure the cap is tight, and that there is at least 45ml of urine

45. If adulteration is suspected, the DTPAM/UPL will secure the specimen and order the service member to stand fast; and

Collection Process

continued



46. DTPAM/UPL will apply tamper evident tape across the bottle cap and ensuring that is touches the label at both ends (“Tape Here”)

Collection Process

continued

SAMPLE

Tamper Resistant Tape

Collection Process

continued

47. DTPAM/UPL will then initial the bottle label. This signifies that he/she received the specimen from the service member, checked for adulteration, ensured the cap was secure, and properly placed tamper evident

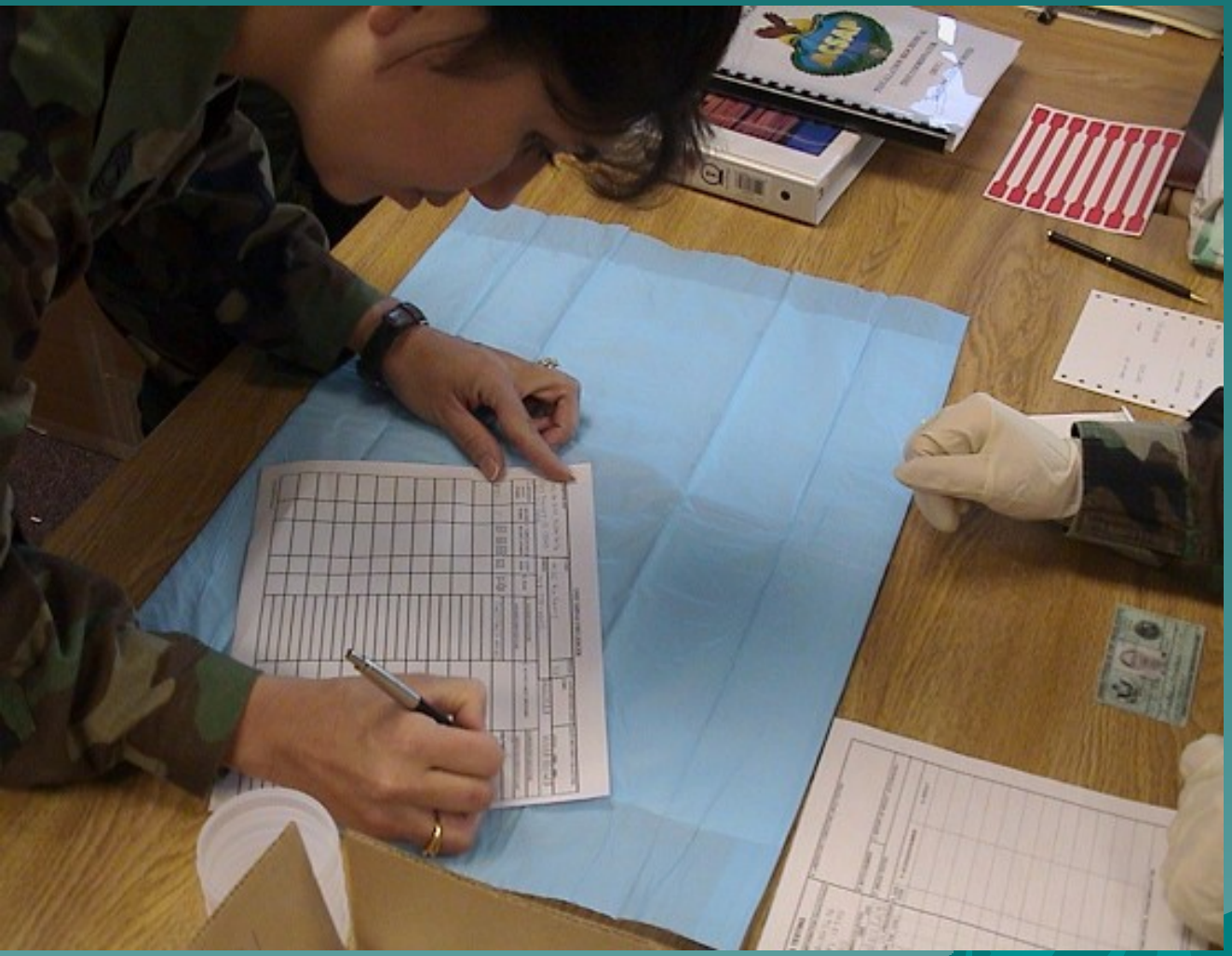
Collection Process

continued

48. DTPAM/UPL will remove the service member's ID Card from the collection box and replace it with the specimen

Collection Process

continued



49. Observer signs the ledger signifying that he/she complied with the collection process, observed the service member give the specimen, and maintained visual contact with it until it was sealed with

Collection Process

continued

50. Service member signs the ledger in front of the observer and DTPAM/UPL, signifying that he/she provided the specimen, observed the specimen being sealed with tamper evident tape and observed the specimen being

Collection Process

continued

51. DTPAM/UPL returns service member's ID Card and releases him/her from testing

52. Observer is now ready to observe another service member

ANNEX A

UNIT BRIEFING

Today the unit will be drug tested for illegal substance use. The primary purpose of this test is to ensure the unit's military fitness, and that we are maintaining proper standards of readiness.

Everyone present for duty will be tested. Every sample collected will be tested for marijuana, cocaine, amphetamines, and at least one other drug. This drug will be chosen on a rotational basis from a group which includes LSD, PCP, opiates, and barbiturates.

Collection procedures outlined in AR 600-85, the ADCO Guide and the UPL Handbook will be followed. All verbal orders connected with the collection procedure are lawful and are to be followed as such. A refusal to comply with orders relating to this collection procedure subjects the soldier to punitive or administrative actions under AR 600-85, AR 135-18, AR 135-178, and AR 635-10.

Collection of the specimen will be conducted using direct observation in full view of an observer. Do not go to the control table until you feel you are ready to provide at least 30ml (approximately ½ bottle) of urine. If you are unable to provide a specimen or an adequate quantity of urine, you will be held in a holding area until you are able to provide a specimen. You will be provided an adequate amount of liquid to help facilitate the collection process. You will not be released from duty today until you have provided a proper specimen.

Your tasks include:

1. You will provide your military ID card. If you do not have your military ID card or another photo identification, the commander will be called to verify your identification.

2. You will initial the bottle label when you verify your SSN, full name, and date on the Unit Urinalysis Ledger, verify SSN on DD Form 2624 and verify date and your SSN on the bottle label.

3. Sign your payroll signature on the Unit Urinalysis Ledger verifying that the urine specimen provided was yours, the specimen was sealed with tamper evident tape and was placed into the collection box.

Are there any questions? Any questions about the collection procedure will be directed towards myself or your observer.

ANNEX B

MEMORANDUM FOR OBSERVERS

SUBJECT: Responsibilities of Observers During Drug Testing

General:

1. Observers are a critical link in the process of collecting urine specimens to be tested for substance abuse. Instances have occurred in the past where observers did not follow proper collection procedures and positive drug tests were not usable in legal and/or administrative actions. In order to prevent similar occurrences in the future, the observer will read and sign this Memorandum for Record.

2. The testing procedures do not violate a soldier's Fourth or Fifth Amendment rights, nor does the observation procedure violate the right to privacy. A refusal to produce a specimen is a violation of a direct order and may result in the soldier being processed for separation.

3. The results of tests may be used in legal proceedings and consequently the urine sample may be considered as evidence. A valid chain of custody is mandatory for a successful prosecution. As an observer, you may be asked to provide testimony at legal or administrative proceedings. You may be subject to TCMJ or administrative action if it is discovered that the specimen was altered in any way while it was under your control.

Criteria for Observers:

1. Be an Officer or NCO in the rank of E-5 or above .
2. Be of the same gender as the soldier being tested.
3. Possess sufficient maturity and integrity to preserve the dignity of the soldier being observed.
4. Not be currently enrolled within the ASAP Rehabilitation Program or currently be under investigation for any substance abuse related offenses.

Responsibilities: As outlined in AR 600-85, an observer must follow protocol during urinalysis collection procedures.

Once assigned to a specific soldier:

1. Observer controls the urine collection process at all times.
2. Maintains visual contact with the bottle at all times.
3. Ensures that the specimen provided is not contaminated or altered.
4. Directly observes the soldier (one no more than two soldiers at a time per observer) voiding urine into the specimen bottle.
5. Ensures direct observation of the flow of urine from the soldier's body into the bottle.
6. Supervises the soldier tightly capping the bottle.
7. Ensures the bottle is not reopened after the cap is tightened.
8. Escorts the soldier back to the processing station/table with bottle in full view .

9. Observes the UPL placing tamper-evident tape over the top of the bottle, and down across the label. Not to cover any printed information.
10. The observer will sign the unit ledger in front of the UPL verifying the collection process and direct observation.

OBSERVER AFFIDAVIT: I have read and understand this document. I will comply with the responsibilities as stated above and will report anything out of the ordinary immediately to the UPL or Commander.

Observer's Printed Name	Observer's Signature	Date

UPL's Printed Name	UPL's Signature	Date

Drug Testing Program
Testing Register

07/27/2005 7:15:04 AM
IR

Date of Collection T/M/D/Y	Batch And Specimen #	Tested Members Rank, Printed Name, SSN Signature	TPI	Observer's Printed Name and Signature	Comments and Disposition
07/27/2005	Batch: 0001 Spec: 001	SSG BROCK, BRETT 659-51-4932	IR		
07/27/2005	Batch: 0001 Spec: 002	SFC FRANKS, MARVIN 234-35-3231	IR		
07/27/2005	Batch: 0001 Spec: 003	MSG HUNT, STEPHANIE 569-61-2798	IR		
07/27/2005	Batch: 0001 Spec: 004	SSG MITCHELL, MICHEAL 659-25-7532	IR		
07/27/2005	Batch: 0001 Spec: 005	PVT RAINES, NICHOLAS 564-89-6258	IR		
07/27/2005	Batch: 0001 Spec: 006	PFC ROBERTS, TAYLOR J. 123-45-6789	IR		
07/27/2005	Batch: 0001 Spec: 007	SGM WALKER, DON 789-85-6423	IR		
07/27/2005	Batch: 0001 Spec: 008	SSG WILLIAMS, JOHN 456-96-8735	IR		

SPECIMEN CUSTODY DOCUMENT - DRUG TESTING

1. SUBMITTING UNIT	2. ADDITIONAL SERVICE INFORMATION (SECOND ECHELON)	A. LABORATORY CONDUCTING TESTING
YOUR UNIT	M D WHITE/ M A MITCHELL BLDG 537 VTS SMYRNA, TN 37167	

3. BASE/AREA CODE	4.UNIT IDENTIFICATION CODE	5. DOCUMENT/BATCH NUMBER	6. DATE SPECIMEN COLLECTED YYYY MM DD	B. BATCH NUMBER	C. REPORT OF RESULTS
NG45	W XXXXX	0001	20050727		

Version 530L

D. DRUGS TESTED

7. SPECIMEN NUMBER	8. COMPLETE SSN	9. TEST BASIS	10. TEST INFO	11. PRESCREEN	E. DISC CODE	F. ACCESSION NUMBER	G. RESULT
001	659-51-4932	IR	B				
002	234-35-3231	IR	B				
003	569-61-2798	IR	B				
004	659-25-7532	IR	B				
005	564-89-6258	IR	A				
006	123-45-6789	IR	A				
007	789-85-6423	IR	B				
008	456-96-8735	IR	B				

H. CERTIFICATION. I certify that I am a laboratory official, that the laboratory results indicated on this form were correctly determined by proper laboratory procedures, and they are correctly annotated.

(1) SIGNATURE	(2) DATE SIGNED	(3) CERTIFYING OFFICIAL (Printed Name and Title

DD Form 2624, FEB 1993 *Replaces OPNAV 5350/2 (FEB 82), DA Form 5180 (AUG 86), and AF Form 1890 (APR 86), which are obsolete.*

12. CHAIN OF CUSTODY

DATE (YYMMDD) a.	RELEASE BY b.	RECEIVED BY c.	PURPOSE OF CHANGE / REMARKS d.
(1) 050727	SIGNATURE / NAME	SIGNATURE / NAME	
(2)	SIGNATURE / NAME	SIGNATURE / NAME	
(3)	SIGNATURE / NAME	SIGNATURE / NAME	
(4)	SIGNATURE / NAME	SIGNATURE / NAME	
(5)	SIGNATURE / NAME	SIGNATURE / NAME	
(6)	SIGNATURE / NAME	SIGNATURE / NAME	
(7)	SIGNATURE / NAME	SIGNATURE / NAME	
(8)	SIGNATURE / NAME	SIGNATURE / NAME	
(9)	SIGNATURE / NAME	SIGNATURE / NAME	
(10)	SIGNATURE / NAME	SIGNATURE / NAME	

LAN

THRU

INSTRUCTIONS

BLOCK		USA	USN/MC	USAF
1	SUBMITTING UNIT	Message address of unit submitting urine samples		
2	ADDITIONAL SERVICE INFORMATION (SECOND ECHELON)	Do not use.	Message address of second echelon commander to whom submitting unit reports administratively.	Optional. May be used to identify the base POC.
3	BASE/ AREA CODE	Service code area.	Leave blank, for future use.	Four-character Base Identification code (Ex, F-123). Comprises the first four characters of the full 10-character Base Identification Number (BIDN)
4	UNIT IDENTIFICATION CODE	Unit Identification C ode (UIC or RUC) of unit		Do not use
5	DOCUMENT/BATCH NUMBER	Do not use	Enter the locally assigned batch number. Each batch of 12 samples, or portion thereof, shall be assigned a seperate number by the submitting unit	3-digit batch number common to all specimens in the shipment (Ex, 501). Comprises the middle part of the full 10-character BIDN assigned to each specimen
6	DATE SPECIMEN COLLECTED	Enter the four-digit year, two-digit month, and two-digit day that samples were collected by submitting unit.		
7	SPECIMEN NUMBER	Use number pre-printed on form.		Enter 3-digit sequential specimen number (last 3 characters of full BIDN).
8	COMPLETE SSN	Full SSN of person from whom sample obtained.		
9	TEST BASIS	Indicate the testing premise to conduct the collection		
10	TEST INFORMATION	Military: A= E1 - E4; B= E5 to E10; Civilian only: C= TDP Aviation; D= TDP Guard/Police; E= TD; ADAPCP Staff; G= other TDP; N= other nonmilitary	Leave Blank	Entry required only if additional testing is requested: F= Full Panel; S= Steroids; O= Other drugs. Provide clarification in attached message.
11	PRESCREEN	If screened (field tested) prior to submission and found positive, indicate P for positive or N for negative for drug(s) pre-screened. Leave blank if not screened prior to submission to lab.		Not used.

12 CHAIN OF CUSTODY (LINE (1))

a. DATE -Date of collection/shipment
b. RELEASED BY - Signature and printed or typewritten name of the urinalysis coordinator having custody of the samples.
c. RECEIVED BY - Use only if physical change of custody is occurring prior to shipment. Otherwise leave blank.
d. PURPOSE OF CHANGE/REMARK - Specify the mode of accountable transportation/system utilized to ship specimens to the lab.

Note: If/when custody of specimens changes other than for a shipment (unless hand carried to the lab). Each change requires line number signatures in the (b) RELEASED BY and (c) RECEIVED BY blocks to document change in custody with comment in block (d). If a continuation sheet is necessary, it must contain information/signatures of blocks (a) - (d).

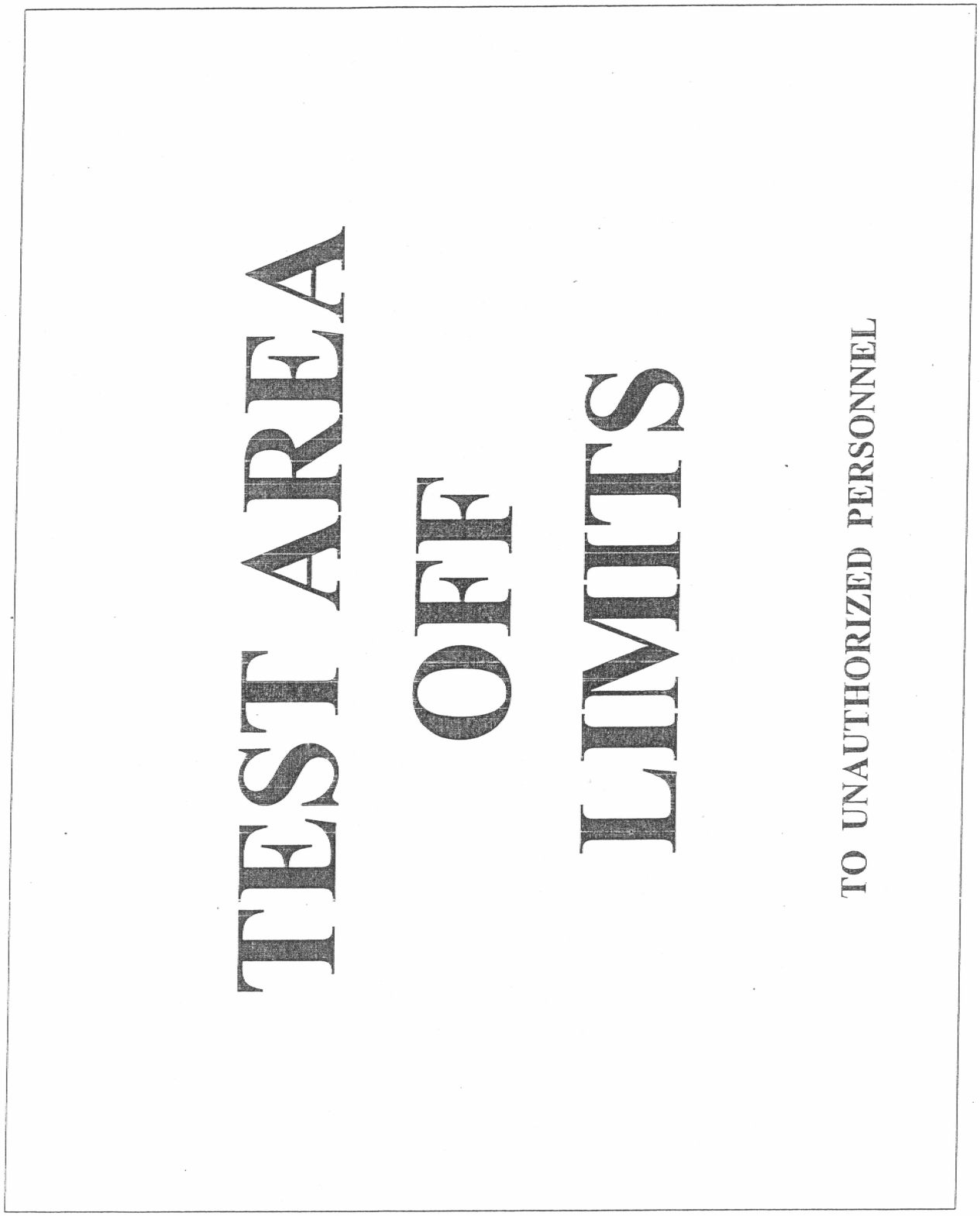
13 DAMAGE TO SHIPPING CONTAINER/DISCREPANCIES

LATRINE OFF LIMITS

HOLDING

AREA

ANNEX J



Questions?